

Regulations for Using Government Building Meeting Rooms

A. Meeting rooms in the Executive Office Building (EOB), Council Office Building (COB) and the Clarksburg Cottage (CC) provide an opportunity for bringing together County resources and community activities. Rooms may be used by groups holding meetings of a civic, cultural or educational nature.

B. Regulations

1. Organizations or groups authorized to use County facilities must be a Montgomery County organization or group, or a Montgomery County chapter or branch of a state or national organization.
2. All gatherings and meetings shall be **open to the public**.
3. The rooms shall be used for meetings of a civic, cultural or educational nature only. No social or private celebrations will be permitted.
4. No alcoholic beverages of any kind are permitted on County property.
5. **All rooms are to be left in the condition and arrangement in which they are found. Groups are responsible for cleaning up after their meeting, including vacuuming the floors if necessary, cleaning up spills, emptying trash and returning furniture to how it was originally found. Your group will be charged extra if additional cleanup or trash removal is necessary.** Every organization or group will be responsible for closing windows, turning off lights and straightening up rooms that they use in a County facility.
6. Organizations must supply their own laptop, audio/visual, or other equipment.
7. Neither the name nor address of a County building or facility may be used as the official address or headquarters of an organization.
8. Equipment belonging to an organization or group using a County facility may not be stored in the County building between meetings.
9. Tipping of county employees is not permitted.
10. Provide an accurate number of attendees (adults and children), nature of event, serving of refreshments or food, if allowed.
11. The Chief Administrative Officer may refuse the use of a County facility if it appears that the use may likely provoke or add to a public riot or breach of the peace, or create a clear and present danger to the peace and welfare of the County.
12. All members of the organization and the audience must vacate the county facility according to the time shown on their use permit.
13. Future privileges for use of County facilities by an organization or group may be refused for infractions of any of the rules and regulations pertaining to a facility.

The following rules apply to users of EOB/COB only:

14. County facilities may be booked more than twice a month depending upon availability (check with CUPF).
15. Music is only allowed if approval has been granted by CUPF.
16. Security of a County facility will remain a County government responsibility. As a general rule, a security officer will be assigned for every 100 participants. Check with CUPF for current hourly rate. Also, depending on type of event and especially if food is served or youth are present, security could be required.
17. Rooms are booked on holidays in the EOB only.
18. Rooms are booked only in the evening and on weekends outside of normal County Government business hours.
19. County communication systems such as telephone, non-WiFi internet access, fax, etc. will not be used during meetings or to promote future meetings or disseminate information to members of an organization.
20. Posting of bulletins, schedules, posters and announcements, etc. concerning the scheduled meeting shall be limited to official bulletin boards and will require prior approval of the facility manager of the building.
21. Audio/visual systems are not available for public use.
22. For use of COB 3rd Floor Hearing Room, a mandatory tour is required at least one week prior to event date. Call (240) 777-7925 to schedule.
23. Refreshments are allowed only in the EOB Cafeteria, outside the EOB lobby auditorium, in the COB Cafeteria and in the COB Cafeteria Conference Room. **Refreshments are not permitted in the EOB Auditorium or EOB Conference Room or the COB Hearing Rooms or Council Conference Rooms.** The County does not furnish coffee urns, dishes, or supplies.
24. **Entry to the EOB must be through the cafeteria entrance on the terrace level next to the bank parking lot (do not use main lobby doors on Monroe Street Circle in front of building).** For security reasons, do not prop open doors. If doors are propped open, it will be necessary to charge user for a security attendant.

CANCELLATIONS/REFUNDS: Refunds will be given only if the reservation is cancelled 10 BUSINESS DAYS prior to the start of the activity. A \$25 cancellation fee will not be refundable. Refund checks will not be issued for less than \$25.00 but the account will be credited.

